

**Dakota College at Bottineau Course Syllabus**

**Course Prefix/Number/Title:** BOTE210—Business Communications

**Number of Credits:** 3 semester hours

**Pre/Co-requisites:** ASC87, ENGL110, or Instructor Approval

**Adjunct Instructor:** Janeen Pollman

**Office:** Nelson Science Center 108 **Office Hours:** M-T-W-TH-F 10:00 a.m.--12:00 noon

**Phone:** 702-228-5414 (office) 701-228-4750 text or call (personal cell phone)

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**Lecture Schedule:** TuTh 12:30-1:45 MISU Admin. Rm 364, Nelson Science Center 105.

Study of oral and written communication in business settings. Includes exploration of nonverbal and group communication, listening and research skills, cross-cultural communication, job search techniques, ethics, technology, and preparation of business correspondence

**Course Objectives:** Upon successful completion of this course, the student should be able to:

- Describe the communication process.
- Develop effective messages.
- Adapt messages to the audience.
- Understand how cultural differences affect communication.
- Describe the message planning, writing, and revising process.
- Explain how to build goodwill in business communications.
- Develop communications with a “you-attitude.”
- Create letters, memos, reports, and e-mails with proper formatting, professional style, and accuracy in grammar, spelling, punctuation, sentence structure, and format.
- Effectively create positive, informative, effective, negative, and persuasive messages.
- Understand the importance of listening and body language in interpersonal communication.
- Develop effective presentations and use visual aids effectively.
- Search for jobs, write resumes, write cover letters, and prepare for job interviews, both as an interviewee and interviewer. Participate in mock interviews.

**Textbook (Required):** Open Educational Resources-Open Text Library-*Business Communication for Success*

University of Minnesota Libraries Publishing,

<https://open.lib.umn.edu/businesscommunication/>

A print copy is required and available from the DCB bookstore. 701-228-5458 or

[bookstore@dakotacollege.edu](mailto:bookstore@dakotacollege.edu)

The course includes supplemental sources provided by the instructor (articles, videos, books).

**How can I cite the author of this textbook (Open Education Resource)?**

Per the terms of the CC BY-NC-SA 4.0 license, the original publisher of this textbook has asked us to remove the name of the author from our edition. This means your citation of this edition should not include an author, but it should contain the URL to this work, and “University of

Minnesota Libraries Publishing edition, <year>" where the citation format references edition, publisher, publication date, etc.

<https://open.lib.umn.edu/businesscommunication/>. University of Minnesota Libraries Publishing, (2015).

### **Course Requirements:**

Completion of assignments, tests (open book/notes), class attendance and class participation (discussion). Attendance is required with 5 points earned for each class attended. All assignments will be submitted in Blackboard. Tests will be administered in Blackboard.

Grading is the accumulation of assignments, quizzes, and tests for total points.

90-100=A 80-89=B 70-79=C 60-69=D below 60=F

**Classroom Policies:** In class work can be made-up only when the instructor excuses students prior to class. You are responsible for the activities of each class period. Recognizing the importance of student participation and interaction with classmates, excessive absences will result in a lower letter grade or failure in the class.

**Assignments:** All assignments are due to be submitted on Blackboard by 10:00 p.m. on Sunday. Late assignments will not be accepted. Your name should appear at the beginning of each submission.

Please be aware that proofreading and revision are extremely important when preparing business documents. All writing assignments submitted should be final drafts and of quality you would feel comfortable submitting to your supervisor. Only error-free documents will receive full points. Remember to always use spell check and above all proofread your work before you submit it. In the business world employees often have other employees look over documents prior to submission. Smart move!

**Electronic Devices:** Please silence your phones, and do not text during class. If you feel you must answer a text, please keep it short and not a "conversation". Laptops are NOT permitted, except for when taking a course test. I will have my cell phone on for campus emergency notifications.

### **Tentative Course Outline:**

<b>Week 1</b>	<b>Chapter 1 Effective Business Communication</b>
<b>Week 2</b>	<b>Chapter 2 Delivering Your message</b>
<b>Week 3</b>	<b>Chapter 3 Understanding Your Audience</b>
<b>Week 4</b>	<b>Chapter 4 Effective Business Writing (Test 1)</b>
<b>Week 5</b>	<b>Chapter 5 Writing Preparation</b>
<b>Week 6</b>	<b>Chapter 6 Writing</b>
<b>Week 7</b>	<b>Chapter 7 &amp; 8</b> <b>Revising and Presenting Your Writing &amp; Feedback in the Writing Process</b>
<b>Week 8</b>	<b>Chapter 11 Nonverbal Delivery (Test 2)</b>
<b>Week 9</b>	<b>Chapter 9 Business Writing in Action</b>
<b>Week 10</b>	<b>Chapter 19 Group Communication</b>
<b>Week 11</b>	<b>Resumes, Cover Letters, References</b>
<b>Week 12</b>	<b>Chapter 18 Intercultural and International Business Communication</b> <b>(Test 3)</b>

<b>Week 13</b>	<b>Movie (The Intern) Paper on aspects of communication</b>
<b>Week 14</b>	<b>Interviewing</b>
<b>Week 15</b>	<b>Mock Interviews (all interviewers and interviewees)</b>
<b>Week 16</b>	<b>Job Application Package Online Submission</b>

**General Education Goals/Objectives:** These course objectives meet the following DCB General Education Goals: #1, to develop the ability to communicate, #2, to develop thinking skills, #3, to develop knowledge and application of technology, #8, to understand and appreciate cultural diversity #9, to develop lifelong learning skills, and #10, to foster interpersonal development.

**Relationship to Campus Theme:** Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered. This course will emphasize communications and the diverse makeup of the business community, which enhances the “Human” nature.

#### **Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student’s campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

#### **Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

#### **Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

#### **Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College’s Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

#### **AI Student Policy:**

Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

#### RESPONSIBILITIES

Students	<ul style="list-style-type: none"><li>• Responsible for following the syllabus and assignment instructions regarding use of generative AI for all academic work.</li><li>• Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment.</li><li>• In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.</li></ul>
Faculty	<ul style="list-style-type: none"><li>• Determine if the use of generative AI could enhance student learning in any assignment or project.</li><li>• Clearly indicate in all course syllabi if generative AI is allowable for any academic work.</li><li>• If allowable, give specific parameters for how and when generative AI may be used.</li><li>• If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.</li></ul>